

DEPARTMENT OF HEALTH & HUMAN SERVICES  
OFFICE OF JUVENILE SERVICES

YOUTH REHABILITATION & TREATMENT CENTER  
Kearney, Nebraska

# PARENT HANDBOOK

**Teaching Youth to Think and Act Responsibly**



## Administration

Mr. Paul Gordon.....	Facility Administrator
Ms. Cindy Krolkowski.....	Program Manager
Ms. Nancy Krueger.....	Administrative Assistant
Mr. Scott English.....	Principal
Ms. Laura Bugay.....	Licensed Mental Health Supervisor
Ms. Joni Suhr.....	Nurse Supervisor
Mr. Rich Morse.....	Recreation Manager
Ms. Rita Uldrich.....	Business Manager
Mr. Trevor Spiegel.....	Compliance Supervisor
Mr. Dan Theobald.....	Training Coordinator
Mr. James Orme.....	Food Service Director
Mr. Dan Cole.....	Religious Coordinator
Mr. Brandon Gottschalk.....	Youth Security Supervisor Manager
Mr. Edward Szymanski.....	Facility Maintenance Manager

(Revised January 2021)

## **TABLE OF CONTENTS**

Contact Information.....	3
History of YRTC-K.....	3
Letter from the Staff.....	4
Orientation .....	5
Living Unit.....	6
Schedules.....	6-7
Programming.....	7-9
Case Plan.....	9
Education .....	10
Medical /Mental Health.....	10-11
Recreation / Leisure .....	11
Food Service .....	12
Spiritual Program.....	12
Volunteer Program.....	13
Community Service Activities .....	13
Telephone .....	14
Mail .....	13-15
Clothing, Personal Items & Money .....	15-16
Visits .....	16-19
Legal Rights.....	18
Notice .....	20
Signature Page.....	22

## **CONTACT INFORMATION**

### **Directions**

From I-80 go north to Hwy 30 turn left and proceed to 30<sup>th</sup> Ave. turn right. From East Hwy 30 continue east until 30<sup>th</sup> Ave, turn right. From West Hwy turn left at 30<sup>th</sup> Ave. The facility is at the top of the hill on the left side. From North Hwy 10 turn, right on 56<sup>th</sup> Street to 30<sup>th</sup> Ave, turn left continue until 28<sup>th</sup> street the facility is on the right.

### **Mailing Address**

Youth Rehabilitation & Treatment Center  
2802 30<sup>th</sup> Avenue  
Kearney, Nebraska 68845

### **Numbers**

Phone	Fax
(308)865-5313	(308)865-5323

**Web Site:**      [www.hhs.state.ne.us/jus/yrtc/yrtckindex](http://www.hhs.state.ne.us/jus/yrtc/yrtckindex)

## **HISTORY OF YRTC-KEARNEY**

The Youth Rehabilitation and Treatment Center-Kearney (YRTC-K) was established by the Nebraska State Legislature in 1879 and began receiving young people, both male and female, in July 1881. In 1892, the then Nebraska State Reform School for Juvenile Offenders, became a male-only youth facility with the establishment of the female youth facility in Geneva, Nebraska. The original 320-acre Kearney campus was developed on land donated to the State of Nebraska by the City of Kearney. The State of Nebraska returned nearly 200 acres to the City of Kearney for the development of a city-operated golf course in 1991. On January 1, 1994, the institutional name was changed for the fifth time to the Youth Rehabilitation and Treatment Center by the Nebraska Unicameral. YRTC-K also was placed legislatively under the Office of Juvenile Services within the Nebraska Department of Correctional Services. On January 1, 1997, the Unicameral merged the Office of Juvenile Services with four other State agencies to form the Health and Human Services System. On July 1, 2007 HHSS reorganized into the Department of Health and Human Services (DHHS). DHHS is the parent agency under which YRTC-K is one of nine 24 hour care facilities including three Regional centers, three Veterans Homes, one Development Center, and the two YRTC's. YRTC-K is within the DHHS-Division of Children and Family Services-Office of Juvenile Services.

Dear Parents/Guardians,

Our mission at the Youth Rehabilitation and Treatment Center-Kearney (YRTC-K) is to help youth live better lives through effective services affording youth the opportunity to become a valued member of the community. The Nebraska Juvenile Courts understand this mission and committed your son to YRTC-K in order to give him this opportunity. The emphasis of our program is to return your youth to their home/community so that they may productively enter into adult life.

YRTC-K staff depend upon the youth's family to support them and their efforts. Positive communication with family is a must for all youth. Celebrating their gain in self-worth and knowledge is vital to their success. Your preparation for their return to the community is important to their program success. The youth's community worker will work with them while at YRTC-K. The worker and you will receive monthly case plan updates indicating how your youth is progressing through the program.

We urge you to work in cooperation with YRTC-K staff in supporting your youth's and their needs. Together, we can turn these opportunities and successes into a productive life for them.

Do not hesitate to ask questions of YRTC-K staff. Without correct information and knowledge no one can succeed in life. Thank you for working with us to assist your youth.

#### YRTC-K Staff



*YRTC: Cultivating Change; Fostering Knowledge; Transforming Futures*

## **ORIENTATION**

Your youth's stay at YRTC-K begins with stage 1 in the Dickson Behavioral Stabilization Unit. All youth will go through stage 1 with trained YRTC-K staff going over the Youth Program Manual. During this stage the youth will gain knowledge of the program and discipline model that will be in place while at YRTC-K. Also during the stage 1, the trained staff will discuss how to advance through the stage and what it takes to complete each stage. Orientation (stage 1) will give them the opportunity to learn about the program and will give us the opportunity to complete the necessary assessments to help us develop an individualized plan for them.

In 2003, the United States Congress passed the Prison Rape Elimination Act (PREA). In the years following the passage of the Act, the U.S. Department of Justice developed national standards for the detection, prevention, and elimination of sexual abuse and harassment in adult prisons and jails, community confinement facilities, and juvenile facilities.

Beginning August 1, 2013, YRTC-Kearney incorporated best practice PREA standards that pertain to juvenile facilities into daily programming and services offered to our youth residents. This included changes in written policies, procedures, and practices to further ensure that we provide a safe environment for your youth. Upon their admission to the YRTC-K, youth will be informed of the YRTC-K Zero Tolerance Policy of sexual abuse and harassment from other youth as well as staff, contractors, and volunteers. Incidents of sexual abuse and sexual harassment are rare at YRTC-K because we have comprehensive ways to ensure the physical and psychological safety of the youth. You may visit the YRTC-K website at [http://dhhs.ne.gov/children\\_family\\_services/Pages/jus\\_yrtc\\_yrtckindex.aspx](http://dhhs.ne.gov/children_family_services/Pages/jus_yrtc_yrtckindex.aspx) and click on "Zero Tolerance Policy" to learn more.

As parents, grandparents, and legal guardians you are encouraged to report if your youth for whom you serve as guardian reports to you that they have been sexually harassed or sexually abused. We ask that you call the DHHS Abuse / Neglect Hotline at 1-800-652-1999. Like you, YRTC-Kearney wants to provide the safest possible environment for the youth we serve.

## **LIVING UNITS**

The second Wednesday after your youth arrives, they will meet with the Classification Committee. They will have the opportunity to discuss their progress during orientation, identify the problems and thinking traps they may feel needs work on, and identify their educational goals, vocational goals, and placement plans following their YRTC-K stay.

Your youth will be assigned to living unit details, inside and outside the unit. Youth will also be assigned to service projects on and off the YRTC-K campus.

To ensure the safety and security of your youth, they will be instructed in emergency procedures in the event of a fire or tornado. Fire drills are conducted monthly. Tornado drills are conducted on a seasonal basis.

Each living unit is managed by a Living Unit Team which meets weekly. The team discusses your youth's progress and plans unit activities. Please call your youth's Case Manager prior to your visit if you have questions about visitation or questions relating to his programming or activities.



### **YRTC-KEARNEY'S CUSTOMARY DAILY YOUTH SCHEDULE IS:**

#### **Monday-Friday Schedule**

- 0600-0610 Wake Up youth/Make Beds
- 0610-0700 Dress/Medications/Detail/Hygiene
- 0700-0800 Breakfast
- 0700-0800 Detail
- 0800-0820 Prepare for School
- 0820-1130 School
- 1130-1245 Lunch
- 1245-1530 School
- 1530-1600 Mail/ Detail/After School Snack/Therapy Groups/ACRA
- 1600-1730 Peer Help, MRT, ART, feedback meetings and Group building meetings
- 1730-1830 Dinner
- 1830-2030 Recreation/TV/Reading/Games/Programming assignments
- 2030-2100 TV off/Completion of Evening detail/Journaling/Medications
- 2100-2130 Bedtime

#### **Weekends will follow this schedule.**

- 0700-0710 Wake up/Make Beds
- 0710-0800 Dress/Medications/Detail/Hygiene
- 0730-0830 Breakfast
- 0800-1100 Deep Clean Living Unit (Saturdays)
- 0800-1530 Visits/Outdoor Recreation/Gym Block/Canteen
- 0800-1600 Planned Recreation/Work Projects/TV/ Programming assignments/Letters to family/Reading/Games

- 1200-1300 Lunch
- 1430-1530 Church (Sundays)
- 1230-1730 Canteen
- 1730-1830 Dinner
- 1830-2030 Recreation/TV/Reading/Games/Programming assignments  
detail/Journaling/Medications
- 2030-2100 TV off/Completion of Evening
- 2100-2130 Bedtime

## **THE YRTC-K PROGRAM**

The YRTC-K mission is to help youth live better lives through effective services affording them the opportunity to become law-abiding and productive citizens. This is accomplished through four stages the youth work through. In addition, based on your youth's individual needs, their YRTC-K program may include: substance use disorder education; individual counseling; family counseling; academic education; psychiatric/psychological counseling; chemical dependency treatment; trauma counseling; problem resolution; and transitioning to the community. The four stages are detailed below:

### **Stage 1**

Once you have completed your seven days of orientation in Stage 1, then you will be assigned to a living unit. During this stage of your treatment you will work with your assigned treatment team to develop your Individualized Case Plan. You will work on improving any behavior problems and will start to attend daily meetings that consist of ART, MRT, Peer Help Meetings, Group Building, and feedback meetings. Each of those meetings you will be expected to attend, and participate in those meetings. You can petition to the treatment team for Stage 2 advancement once you have:

- Learn and Demonstrate your understanding of the rights and responsibilities
- Listen, Learn and Demonstrate how to follow the basic expectations.
- Completion of the variety of tasks related to orientation of the facility and programs (Recreation, Medical, Dental, Education, Mental Health, Food Service, and Programming.)

### **Stage 2**

In Stage 2, you will learn about thinking traps and character traits in ART meetings, peer help meetings, and through behaviors demonstrated in daily living. The youth will make choices that do not involve dishonesty, manipulation, acceptance, trust, and commitment to change as learned in MRT meetings. Youth



on stage 2 find that their negative thinking is challenged by peers and staff more assertively and may find it stressful. It is possible for youth to become more upset on this stage and return to old ways of thinking and prior defense mechanisms for brief times. However, the expectation is that youth work through these instances and issues, think about things differently, and continue to learn about the issues in their lives. You can petition to the treatment team for Stage 3 advancement once you have:

- Learn and Demonstrate Reasonable, Emotional, and Wise mind thinking/behavior concepts.
- Learn and Demonstrate the application of the skills learned in meetings
- Being open to receiving feedback, even when it might be difficult to hear.
- Demonstrating the ability to provide feedback to peers.
- Demonstrating the ability to be accountable for your behavior, and start to understand how your actions affect others.

### **Stage 3**

In Stage 3, you will be continuing to work on major issues in your life including family relationships, dealing with the bad things that happen in life, how you have victimized other people, and how you may have been victimized. On this stage you will also work on special concerns such as chemical abuse and other specific issues that influence or interfere with positive thinking and decision-making. The direction of treatment changes on this stage from behavioral focus to developing a new life direction in the community. This includes: Finding employment; Re-establishing connections in the community; Placement planning; Development of support systems, mentors, and leisure time activities in the community; making amends for some of the destructive actions in the past; and, learning a more in-depth sense of community. You can petition to the treatment team for Stage 4 advancement once you have:

- Demonstrating the ability to apply all the skills that you have learn, and co-leading meetings with facilitators.
- Demonstrating the understanding to speak about your physical, mental, and emotional health.
- Creating and finalizing plans for a “Community” service project.
- Teaching the rights and responsibilities to new youth in your group
- Facilitating check-ins without prompts from the treatment team



- Creating and facilitating a personalized presentation/Journey of your life.(Dramatized Play, PowerPoint, Poetry, Video/Pictures, etc)

## **Stage 4**

On stage 4 youths consistently demonstrate the skills and teachings that they have learned. Youths are expected to maintain the physical, mental, and emotional changes and demonstrate they can deal with difficult situations. In addition, they are expected to give back to the community in a number of ways including assisting to help others resolve problems they experience by learning new ways of thinking and acting, role modeling the character traits and being a leader for change within the peer group. Youth are expected to avoid acting in ways that hurt others and demonstrate completion of their treatment program before going to your re-entry hearing.

## **CASE PLAN**

A personalized and comprehensive case plan will be developed for your youth to help guide them during their YRTC-K stay. The case goals are designed to help them prepare for their return home. This also provides you with a monthly report on how they are doing, problems they need to work on, and areas they are doing well in.

The case plan is developed within 14 calendar days of your youth joining their living unit. The Youth Case Manager is responsible for the development, monitoring, and procedural completion of your youth's case plan. The case plan will be given to a Unit Manager for review and signature prior to the review and signoff by the Youth Case Manager and your youth. Your youth has a copy of their case plan to guide them during their program stay. Your youth's Youth Case Manager will discuss their case plan with you, and give you a copy. Your youth's worker from the community will also receive a copy and everyone will discuss it in Family Team Meetings. The committing judge will receive the original so they can stay apprised of the progress your youth is making.

The case plan for your youth includes the following: goals which include thinking errors they must address, individual therapy, chemical dependency group, and additional group counseling sessions. Strategies will be in place to help guide your youth to be successful in completing these goals. The case plan will outline the resources that are available to them i.e. Teachers, individual therapists, chemical dependency counselors, religious coordinator, etc.... These plans will be updated monthly and goals could change month to month depending on the progress of your youth.

Your youth's Education Plan becomes a part of the case plan and is authored by your youth's teachers. The Education Plan (IEP) includes what education classes and services they will take part in at YRTC-K.

## **EDUCATION**

YRTC-Kearney operates a state accredited school, West Kearney High School (WKHS), with a full scholastic program. The WKHS educational program is designed for students with varied academic abilities and backgrounds. The credits they earn during their stay are transferable to a public school following your release. The school year is composed of five, nine week sessions. They will have an individual Academic Plan designed to meet your academic and pre-vocational needs. They will attend school year-round with classes in session each day from 8:15-3:30 Monday through Friday with the exception of holidays. They are expected to participate in class complete your assignments to either earn credits toward a high school diploma or prepare to earn a General Education Diploma (GED). If they have graduated or completed the GED, they will still attend and participate in the Graduate Program that focuses on career and life skills preparation. If they complete graduation requirements during their stay, a diploma from West Kearney High School is available at no cost to them.

For youth who are eligible to apply, YRTC offers a complete GED program that is provided at no cost, and final testing is completed through Central Community College (CCC). A youth must be considerably behind in their credits in order to be eligible. The principal, school counselor, and the lead GED teacher at YRTC will meet to discuss their GED eligibility.

Youth are required to be 18 years old to start the program. The youth must score at or above the 9<sup>th</sup> grade level on both math and reading MAP assessments.

When enrolled as a GED student, the student must study for at least 10 logged hours per subject and pass each of the four subject's pre-tests prior to taking each subject's final test. The student must make a score of 145 or better on each subject test to earn the GED.

The four GED subjects are: Mathematical Reasoning; Reasoning Through Language Arts; Science; and Social Studies.

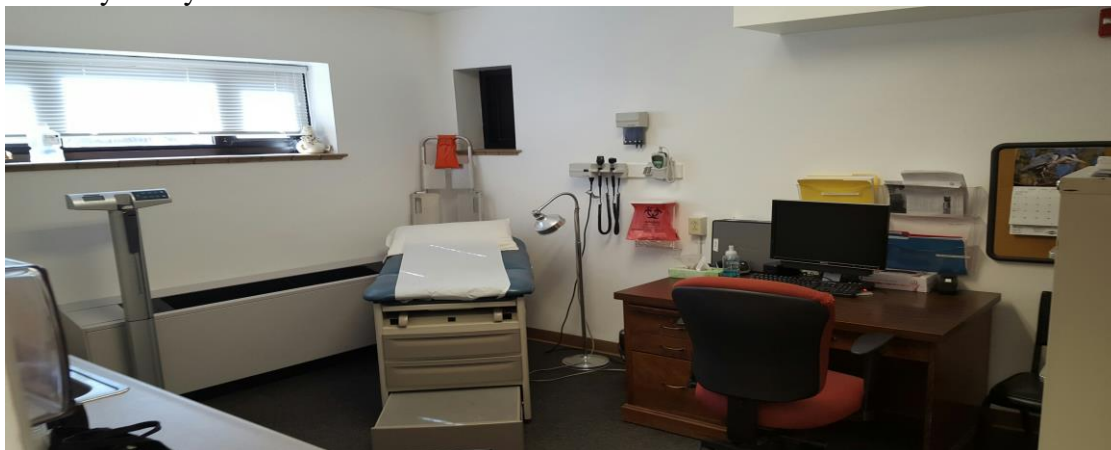
A typical school day will find them attending core classes for four or more class periods and the other four or less class periods in elective classes, totaling eight class periods. Elective classes include but are not limited to: Art, Building Trades and Woodworking, Business Information and Technology, Career Education, Family Life Skills, Health Education, Psychology, and Physical Education. Your education is a very important part of your future.

## **MEDICAL**

Access to health care is explained to all youth in orientation. Your youth may initiate requests for health services on a day-to-day basis through the use of a Health Call Form. It is their responsibility to fill out a health call form for any health concerns or medical needs. The nurse checks these boxes on a regular basis.

Upon arrival at the facility an Intake Health Screening is completed by health-trained staff and reviewed by a qualified health-care professional. Information from this form may alert staff to any immediate problems. A member of the nursing team will complete a Comprehensive Nursing Appraisal within the first seven days of their arrival at the facility. The contractual

dentist or hygienist, will examine their teeth on-campus within 14 days of admission, and as needed based on their treatment needs. They will also have dental cleanings every six months. YRTC-K does not perform orthodontic procedures. They will receive a physical examination by the contractual doctor on campus within the first 14 days of arrival at the facility. A contractual doctor is available on campus once a week for medication management and to assess illness and injuries. If they have a chronic medical diagnosis, this will be addressed on-campus with routine assessment and treatment. If they have an illness or injury requiring immediate medical attention an appointment may be scheduled of campus at one of the local emergency departments will be utilized. They may see the contractual eye doctor, as needed or annually for eye exams.



## **MENTAL HEALTH DEPARTMENT SERVICES:**

The YRTC-K offers services for Chemical Dependency issues, individual and family therapy, and Mental Health concerns. Their need for Mental Health Department Services are assessed upon admission and throughout their stay. Mental Health Department staff, including a psychologist, therapists, and substance abuse counselors, conduct assessments and provide recommendations based upon their needs.

## **RECREATION/LEISURE**

Recreation and leisure activities are an important part of the program and an essential life skill. Your youth will have access to a variety of constructive leisure time activities. Recreation/leisure time activities will be developed and information disseminated and posted for youth and staff. Recreation programs shall be designed to allow each youth to participate in activities beneficial to their personal development while at YRTC-K. Activities may include, but are not limited to, the use of the gym, swimming pool, playground, confidence course, arts & crafts, and special events. A major portion of the YRTC-K youth sports program are intramural sports. These seasonal sports include softball, flag football, volleyball, basketball, soccer, and Ultimate Frisbee. Getting and staying fit is part of a healthy lifestyle and the program provides these opportunities.



## **FOOD SERVICE**

YRTC-K provides three (3) balanced meals a day. Menus are planned to meet or exceed the nutritional standards as recommended by dietary guidelines and are approved by a Registered Dietician. With the Healthy, Hunger-Free Kids Act of 2010 the meal pattern requirements and nutrition standards for the National School Lunch and Breakfast Programs have changed. This rule requires schools to increase the availability of fruits, vegetables, whole grains, and fat-free and low-fat fluid milk in school meals; reduce the levels of sodium, saturated fat and Trans fat in meals; and meet the nutrition needs of school children within their calorie requirements. Regular dining facility inspections are made by the State Department of Health.

Special diets will be provided for your youth when prescribed by YRTC-K medical staff members. Religious diets will also be provided on the recommendation of the YRTC-K Religious Coordinator and with the approval of the Administrator.

## **SPIRITUAL PROGRAM**

Religious/spiritual programming is another part of the overall YRTC-K program. Religious programming is available to your youth, should they decide to participate. A full-time Religious Coordinator is employed by YRTC-K. Upon request a spiritual leader will be contacted. The religious program consists of regularly scheduled chapel services, Bible study



classes, individual counseling, and special spiritual programs. Chapel services are held every Sunday afternoon in the All Faiths Chapel for any youth expressing an interest in attending.



## **VOLUNTEER PROGRAM**

The YRTC-K Administration encourages citizen involvement and volunteer programs. The goal of citizen and volunteer programs is to generate a variety of services and experiences for your youth. Citizen volunteers participate with youth in Bible studies and other campus and off campus activities.

## **COMMUNITY SERVICE/ACTIVITIES**

The primary goal of the YRTC-K youth community service/activities program is to help your youth repair their relationship with the community through volunteer services as part of restorative justice. Our youth and staff have a long standing commitment of service to the Kearney area. Youth are led by staff in projects throughout the year. Examples of the collaborative and long standing partnership with YRTC-K for youth include the following: University of Nebraska at Kearney; Kearney Volunteer Fire Department; City of Kearney; Salvation Army; Great Platte River Road Archway; Kearney Goodwill; Habitat for Humanity; Kearney YMCA; Crane River.



## **TELEPHONE**

Your youth will be able to make debit calls on the Youth Phone System. Youth may place calls to contacts approved by their Youth Case Manager and their treatment team on the youth phone system. The phone calls each month will be provided by YRTC-Kearney and will be added to the youth phone account during one of the first five business days of each month. They will be given 180 minutes per month, which is equivalent to 45 minutes per week.

Upon your youth's arrival at YRTC-K, he will be allowed a free phone call to their parents or guardian. This call is to let you know that they are at YRTC-K and is safe.

All telephone calls are electronically recorded and may be monitored by authorized YRTC-K staff. Use of the Automated Youth Calling System by your youth and acceptance of the call by you is consent to record and monitor the conversation by authorized staff.

**Your youth is not allowed to receive phone calls at any time.** If an emergency should arise, please call the YRTC-K Youth Security Supervisor or your youth's Case Manager for an injury, death, or serious illness within the immediate family. In these cases arrangements will be made, when possible, for the youth to visit members of the immediate family or attend the funeral. Remember, however, this applies to immediate relatives only. (Immediate relatives are defined as mother, father, siblings, or grandparents.)

## **MAIL**

Your youth may write letters to whomever they choose, however staff has the right to determine if this correspondence is harmful to their positive development. Youth are not allowed to correspond by mail or phone with former youth of the facility or their families. The program will provide those stamps for two (2) letters a week. One of these stamps must be used to write their parent(s) or guardian(s). Also, YRTC-K will provide stamps for any legal correspondence they may have. The youth can write their lawyer or Guardian Ad Litem when they need to. If you feel letters they are receiving are having a negative influence on them, you have the right to request that they stop writing that person.

If your youth wishes to correspond with their immediate family in a correctional facility they will need to request this through their Case Manager who will forward the request to the Facility Operations Officer who will write the Administrator / Warden of the facility. Documentation of the request for correspondence signed by Administrator / Warden will be placed in the youth's file. Immediate family include brothers/sisters, father, mother, grandparents.

Your youth's mail may not be given to them if it is determined such letters will harm their safety, security, or rehabilitation process. They will be informed as to the reason for not receiving such letters. If their mail is not given to them, it will be returned to sender with reasoning for denial and documented. If the sender wishes to challenge the decision, the Department Grievances Procedure must be used.

Your youth MAY NOT SEAL their letters. The youth should be aware that all of their letters may be read by YRTC-K staff if there is just cause. The youth may seal letters to their lawyer or state officials.

Your youth's mail must be opened by a staff member in your youths' presence. They may not receive any food items (cookies, candy, etc.) by mail.

Example of proper YRTC-K mailing procedure:

Your Return Address ----- -----	Stamp
Your Youth's Name Here 2802 30 <sup>th</sup> Ave. Kearney NE 68845	

## **CLOTHING, PERSONAL ITEMS & MONEY**

YRTC-K youth are not allowed to wear personal clothing other than approved shoes. Adequate clothing will be provided by YRTC-K. Any personal clothing brought into the YRTC-K facility will be sent to youth's home at their expense. YRTC-K has a central laundry / warehouse that provides all youth clothing and linens. Your youth may have one (1) pair of personal tennis shoes if they are **Primarily White** or **Primarily Black**, with **Minimal Accent Colors**.

Primarily white shoes must have solid white laces and primarily black shoes must have solid black laces. K-Swiss, British Knights or Nike Cortez shoes are examples that will not be allowed. No boots of any kind will be allowed. If they have their own shoes, your youth will be issued one pair of work shoes.

One (1) wristwatch and one (1) religious cross or medallion on a single simple chain is the only jewelry allowed. MP 3's, Compact Disc players, radios or any electronic device is not allowed. Living Units are equipped with a stereo system. Equipment that will record is not allowed. Your youth may be requested to send any unacceptable property home by U.S. Mail at their expense. **YOUR YOUTH ASSUMES FULL RESPONSIBILITY FOR ALL PERSONAL PROPERTY.** YRTC-K will not assume liability for your youth's personal property and strongly recommends ALL expensive or sentimental personal items remain at home. There is no lending or borrowing of personal property among youth.

The YRTC-K Business Office will establish an account for your youth. All funds received for them will be placed in their account and a receipt is issued to the depositor and your youth. The monthly YRTC-K allowance of (ten) \$10 will be deposited in their account by the YRTC-K Business Office. The allowance is for purchase of personal hygiene items at the facility's canteen. Your youth is not allowed to carry cash. Institutional checks may be written by them



for canteen purchases and other special purchases. The Receptionist will receipt any money you would like to deposit in your youth's account. Cash or money orders may be sent in letters but sending cash by mail is not recommended. NO PERSONAL CHECKS WILL BE ACCEPTED. After leaving YRTC-K it takes about six (6) weeks to clear his account and send the balance.

### **HAIR AND NAIL POLICY:**

#### **HAIR:**

Youth have the right to have the length and style of cut they choose subject to security concerns. Youth are not allowed to groom each other's hair.

Youth are not allowed to have hair extensions, weaves or wigs at any time during their placement at YRTC.

At the discretion of the administration, permanents color rinses and bleaches will only be done by a facility barber / cosmetologist while placed at YRTC.

**Youth are not allowed to cut color or alter hairstyles on visits. This includes on and off campus visit.**

#### **FINGERNAILS:**

Youth's fingernails will not be longer than their fingertips

Youth are not allowed to have artificial fingernails

**Youth are not allowed to apply or have anyone apply artificial fingernails on a visit. This includes on and off campus visits.**

### **VISITS**

Visits are an important part of your youth's YRTC-K programming and are encouraged throughout their stay. Visits are intended to allow youth and their family to communicate effectively and discuss their YRTC-K progress and their plans when released from YRTC-K. If you have questions after reading the following policy, be sure to ask your youth's Case Manager or the YRTC-K Receptionist. The youth will not be able to have a visit until they have been in orientation for 72 hours.

YRTC-K currently offers three different ways for you to visit with your youth. Webex visits, on campus visits and when the youth is approved off campus visits. Youth are only allowed one visit per week so if you have a webex visit on Thursday you cannot have a in person visit on Sunday. All visitors must be pre-approved and on the visitation form to be able to participate in a visit with you. This typically includes parents, grandparents, guardian, foster family, and siblings. Siblings over 21 can visit alone with the youth on campus. Any exceptions to the above policy must be approved in advance.

Special visits for family emergencies, funerals, or weddings are permitted with the approval of the Facility Administrator.

Other Adults with sincere interest in your welfare or any adult who has a legal interest (teachers, ministers, your lawyer, etc.) may receive permission from the Case Manager to visit. These

visits will not be counted against the weekly visiting privilege and will last one hour. These visitors must also be on the approved visitor list.

**The YRTC facility is a drug free zone.** The use of any tobacco products including vaping items, drugs, and alcohol are forbidden on State of Nebraska property, which includes all parking lots.

Pets are not allowed on campus unless they are a certified service animal. You will have to show the proper paper work each time you visit. The animal must wear a service vest and be on a leash at all times. Service animals are working animals and should not be touched by anyone other than the owner of the animal. Please do not allow anyone else other than the owner of the animal to pet, play, carry around or distract the animal. You're responsible for cleaning up after the animal and any damage that animal may cause. For the safety and health of the youth and staff, service animals are only allowed in the public areas of the facility. This includes the administration building, outside visitor areas and canteen.

YRTC-K encourages you to visit with your youth. We urge you to discuss the following with your youth during the visit: How are you doing with schoolwork? What problems are you working to solve? Are you helping yourself and your group members? Have you spoken with your worker from the community lately and what did you talk about for plans upon leaving YRTC-K?

**Weekend visits must be scheduled in advance by calling the facility at 308-865-5313 Ext 0 Monday through Friday 8-5.**

**VISITATION HOURS:**

**All on campus visits are on Saturday or Sunday, youth can receive visitors from 8:00 am to 12:00 pm and 12:00 to 4:00 pm.**

**Off campus visit are on Saturday or Sunday 8:00-3:30 and your youth must meet the off campus visit requirements. AT THIS TIME NO OFF CAMPUS VISITS ARE BEING APPORVED.**

If you misrepresent a visitor i.e. identifying a girlfriend as your daughter, a boyfriend as your son, cousin etc. your future visits may be at risk. If you aid in a youths escape in any way, you will be unable to visit in the future and may be subject to legal action.

**PURSUANT TO NE STATUE 28-912.01, ANY PERSON WHO ENTICES OR ATTEMPTS TO ENTICE A JUVENILE AWAY FROM A FACILITY OR PROGRAM WHEN THE JUVENILE HAS BEEN LEGALLY PLACED WITH OR COMMITTED TO THE OFFICE OF JUVENILE SERVICES/YRTC OR WHO KNOWINGLY HARBORS, TRANSPORTS, CONCEALS, OR AIDS IN HARBORING, TRANSPORTING, OR CONCEALING ANY JUVENILE WHO HAS ESCAPED FROM THE CUSTODY OF THE OFFICE OF JUVENILE SERVICES/YRTC IS GUILTY OF A CLASS IV FELONY.**

Your visit can be canceled at any time during the visit. If you or your youth are not following the visitation policies and rules of the facility the Administrator or his designee the Youth Security Supervisor (YSS) may at his or her discretion end your visit at any time during your visit. Follow the rules and have a good visit. If you have questions or need help, make sure you ask your youth's Case Manager, the Receptionist, or YSS.

The following holidays are considered "free" visit days, do not count toward the youths weekly visits and may be on days other than Saturday or Sunday. New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

To begin each visit, must register with the Receptionist. You must provide the Receptionist with a valid legal photo ID for each visitor age 16 and older. The Receptionist will give you (2) forms which must be completed prior to the visit beginning. Your clothing should not be a distraction or offensive to youth or other visitors. All items purchased off campus for a youth must be approved by the YSS before you leave campus. If an item is restricted and not given back to the parent/guardian at the end of the visit, the youth will have to pay to have it shipped home or may choose to have the item destroyed. Expensive items are discouraged. Youth are not allowed to handle any forms of money. If during your visit you need change from the receptionist, purchasing items from the canteen or vending machines, or is leaving money for your account, you must handle the transaction. The Receptionist will issue a receipt to the person who leaves the money on the account. No personal checks will be accepted. No food items will be taken back to the living unit.

### **Webex Visits**

Webex visits are scheduled through your youths Case Manager and are conducted via a facility computer. Visits are Monday through Friday and are 30 minutes in length. Webex visits are monitored by facility staff.

### **On Campus Visits**

On campus visits are on Saturday and Sundays 8-12 and 12-4:00 and must be scheduled in advance by you. This can be scheduled by calling the main number to the facility (308) 865-5313 ext. 0. All on campus visits will be monitored by facility staff. All adults will receive a "Visitor" badge that must be worn at all times during your visit. Their vehicle keys will be secured in the Receptionist office for the duration of the visit during on campus visits. **All electronic gear including cell phones, tablets, electronic games, cameras, computers, smart watches etc. must remain locked in the personal vehicle or locked in a locker in the reception area for the duration of the visit. All purses, diaper bags, backpacks, etc. must a clear bag that can be seen through ( Walmart type bags do not qualify as a clear see through bag) or must remain locked in their personal vehicle or locked in a locker in the reception area for the duration of the visit.** Your visit will take place in the Canteen or the outdoor visitor area on the north side of the administration building. If these areas become too crowded, notify the Receptionist and other arrangements may be made by the YSS on a case by case basis. Your youth and any siblings **MUST** remain under your constant supervision at all times. You, your youth and any other visitors in your party are not allowed to use a cell phone or any type of electronic item, smoke, use alcohol or drugs while on visits. You're not allowed

to participate in facility activities while visiting. If your on campus to attend a graduation ceremony all visitation rules apply.

Visitors are allowed to bring prepackaged food items, fast food or order from local delivery restaurants. Items that may be included in the visiting areas include the following: food, games, and beverages. The facility has a canteen with food items or vending machines and items are available for purchase.

### **Off Campus visits**

#### **AT THIS TIME NO OFF CAMPUS VISITS ARE BEING APPORVED.**

#### **All off campus visits are on Saturday or Sunday 0800-1530 and you must meet the off campus visit requirements.**

Once on Stage 3 your youth may earn off-campus visits. This privilege will be determined by their treatment team on a biweekly basis. All off campus visits must be requested in advance by the parent/guardian. All off campus visit approval paperwork must be completed signed, returned to the facility and approved by the Administrator or designee before the visit can take place.

During the off campus visit youth are not allowed to use any electronic devices, change clothes, drive, or use/consume any type drugs, tobacco or alcohol. Youth must be under constant supervision of the parent / gaurdian while on the visit at all times. Off-campus visits are restricted to the city limits of Kearney. The only exception is a visit to Cotton Mill Park. If you plan to visit this place, you must inform the Receptionist prior to leaving campus and include this in the itinerary of your visit on the visitation form. **ONCE YOU LEAVE THE YRTC-KEARNEY CAMPUS ON A VISIT, YOUR VISIT ENDS WHEN YOU RETURNS TO CAMPUS. THE PARENT/GARUDIAN IS REQUIRED TO CHECK THE YOUTH IN WITH THE RECEPTIONIST AT THE END OF THE VISIT.**

### **RESTRICTED VISITS:**

Restricted visits may include but are not limited to being placed in Dickson Behavioral Stabilization Unit for infractions of the policies of the facility. Only the **parents or guardian** will be allowed to visit. The visit is limited to one (1) two (2) hour period per week and the location will be determined by the YSS department at the time of the visit. **The YSS may place the youth in full mechanical restraints as appropriate based on the rule violation committed, and a staff member will supervise the visit in a room designated in the Administration Building.** The visit can be cancelled by the YSS department, with approval from the Facility Administrator or his designee, at any time should it be deemed too high of a risk for other youth and/or staff.

### **LEGAL RIGHTS:**

If Law Enforcement contacts the facility and requests to interview your youth as a witness or suspect in a crime, they have the right to say no to the interview. Youth have the right to an attorney when questioned by law enforcement. The Facility Administrator will contact the

YRTC-K contracted attorney when a law enforcement interview request is made. Juveniles at YRTC-K are not subjected to discrimination based on race, religion, national origin, gender, sexual orientation, disability or political view.

## **NOTICE:**

If you have a concern or question about YRTC-Kearney we urge you to contact the YRTC-K Administration. The last page of this hand book must be signed and returned to the facility.  
This form must be on file before your youth is allowed to have visitors.

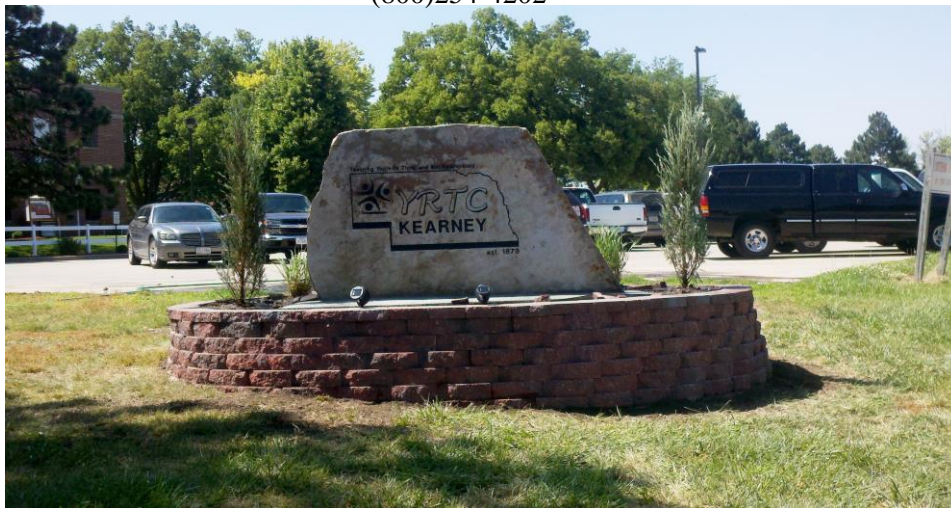
You also may express your concerns about YRTC-Kearney to:

Nebraska State Ombudsman  
P.O. Box 94604  
Lincoln NE 68509-4712  
(800)742-7690

**OR**

The Department of Health and Human Services Advocate may be contacted by calling or writing to the following address/phone number.

DHHS Advocate  
P.O. Box 95026  
Lincoln NE 68509-5026  
(800)254-4202



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(Revised January 2021)

***PARENT HANDBOOK SIGNATURE PAGE***

PLEASE RETURN THIS SIGNED PAGE TO THE YOUTH REHABILITATION AND TREATMENT CENTER

IN THE ENCLOSED SELF ADDRESS PREPAID ENVELOPE INCLUDED IN THIS PACKET OF INFORMATION. (This form must be on file with the facility before you are able to visit your youth.)



**Upon signing this form I certify I understand and will comply with all the rules, policies and procedures at the YRTC facility.**

**Parent/Guardian Print and Sign Signature:**

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

**Relationship to youth:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Print and Sign Signature:**

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

**Relationship to Youth:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Revised January 2021)